UNITED NATIONS

ST

Secretariat

ST/IC/1990/37
24 May 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF THE MOBILITY AND HARDSHIP ALLOWANCE*

I. PURPOSE

1. Reference is made to paragraphs 27 to 31 of information circular ST/IC/1990/11 of 2 February 1990 announcing the new measures approved by the General Assembly in its resolution 44/198 of 21 December 1989 on the conditions of service of staff in the Professional and higher categories.

2. In order to implement the mobility and hardship allowance, staff members in the Professional and higher categories will be receiving shortly from their respective Executive Officers a notification sheet indicating the number of assignments they have completed since their entry on duty in the United Nations Secretariat. It will also indicate their position in the mobility and hardship matrix for the payment of their allowances as at 1 July 1990. Staff members should be aware that the position in the matrix for payment purposes indicated in the notification sheet will reflect the combination of the number of reassignments and the degree of hardship at their present duty station as well as the eligibility conditions for payment as set out in the present circular. A sample copy is set out in the annex to the present circular.

3. To meet pay-roll deadlines, staff members are requested to review the notification and, in those cases where information is missing or is incorrect, inform their Executive Officer by 13 June 1990 in writing (outposted members by cable) of the possible discrepancies. For those staff members unable to meet the 13 June 1990 deadline, adjustments to their mobility and hardship allowance will be made retroactively.

---

* Personnel Manual index No. 3336.

4. With a view to assisting staff members in understanding their position in the mobility and hardship matrix, the following guidelines should be used in order to arrive at a proper determination.

II. MOBILITY AND HARDSHIP ALLOWANCE

Mobility and hardship allowance matrix

(Percentage points)

Duty station category	Assignment				
	1st	2nd	3rd	4th	5th or more
H a/	0	0	0	4 b/	6 b/
A c/	5	15	17	19	21
B c/	13	23	25	27	29
C c/	20	30	32	34	36
D c/	25	35	37	39	41
E c/	30	40	42	44	46

a/ Plus 3 per cent if the staff member is not entitled to removal.

b/ Provided that the staff member has previously served on two or more assignments in A-E duty stations, or else no entitlement is payable.

c/ Minus 5 per cent if the staff member receives full household removal.

A. Calculation of the mobility and hardship allowance

5. For staff members at the P-4 and P-5 levels, the annual dollar amount of the mobility and hardship allowance is obtained by multiplying the applicable percentage in the matrix by the dependency rate of salary at the mid-point (P-4, step VI) of the base (floor) Professional salary scale. As at 1 July 1990, P-4, step VI of the base Professional salary scale at the dependency rate is $US 42,180.

6. The resulting annual amounts of the allowance (at the dependency rate) for staff at the P-4 and P-5 levels is increased by 13 per cent to arrive at the amount for staff at the D-1 level and above, and decreased by 13 per cent for those at the P-1 to P-3 levels.

7. The single rate of the mobility and hardship allowance is 75 per cent of the corresponding dependency rates.

Example: A staff member at the P-2 level, being paid at the single rate and who is at position "B3" on the matrix, will receive an annual mobility and hardship allowance of 25% x $US 42,180 x 87% x 75% = $US 6,881.

8. The mobility and hardship matrix combines in one allowance an amount that reflects the varying degrees of hardship at different duty stations and, through mobility, an amount that varies according to the number of assignments and thus takes into account and provides incentives for mobility.

9. The allowance is payable to all staff in the Professional and higher categories, including those serving in their home country, WHO ARE ON ASSIGNMENT TO A DUTY STATION FOR A PERIOD OF ONE YEAR OR MORE. It is payable to staff under the 100 or the 200 series of the Staff Rules.

10. Staff members who are assigned to a particular duty station and are then placed in travel/mission status (in receipt of a daily subsistence allowance (DSA)) to perform services in another duty station will be eligible for the mobility and hardship allowance in respect of the duty station to which they were originally assigned, and not in respect of the duty station where they are in travel/DSA status.

B. Definition of assignment

11. For the purpose of the mobility and hardship allowance, "assignment" is defined as the initial appointment to a duty station, or the reassignment to a new duty station, of a staff member for a period of one year or more. 1/

12. In applying this definition, the following guidelines and considerations will be followed:

(a) Payment of the allowance at a particular duty station requires that the assignment involve the "installation" of the staff member at the duty station (i.e., official travel and payment of the new assignment grant);

(b) Periods of initial appointment of one year or more where travel and assignment grant have not been paid should count as an assignment for the application of the mobility element;

(c) Periods of service on DSA/travel status or mission subsistence allowance (MSA)/special mission status (i.e., where the staff member is not installed at the duty station) would normally not be counted as assignments, since by definition in most cases such arrangements are made in respect of service of less than one year. If DSA/travel status or MSA/special mission status is extended beyond one year at the same duty station, that period should be counted as an assignment for the purpose of the mobility element (although the allowance would not be payable during such mission service);

(d) The posting of a staff member to a duty station for an initial period of less than one year, which is subsequently extended so that service at the duty station equals or exceeds one year, should be considered as an assignment and the allowance payable for any period during which the staff member was not on DSA status. This consideration should apply also in the case of staff initially posted to a location on travel/mission status who are immediately thereafter converted to

"regular" status at the same duty station and whose total period of service at the duty station thus equals or exceeds one year;

(e) In cases where a staff member is outposted from his/her regular duty station of assignment on mission status, and such mission status is so extended as to be counted as an assignment, the situation at the duty station of origin during the period concerned should not be taken into account for purposes of counting the number of assignments (i.e., there should be no double-counting in such cases);

(f) If a staff member is assigned to a duty station for a period of one year or more which is subsequently reduced at the initiative of the Organization to less than a year's duration, such service should normally be counted as an assignment and the allowance should be payable;

(g) Transfers, secondments and loans to other organizations of the United Nations common system should be treated in the same way as movements within the Organization, i.e, they should:

(i) Normally be for periods of one year or more;

(ii) Involve a change of duty station.

Periods of secondment outside the United Nations system should not be counted as assignments;

(h) Prior periods of service as a Junior Professional Officer (JPO)/Associate Project Officer (APO)/Associate Expert should be counted as assignments;

(i) Prior periods of service in the United Nations Field Service category should be counted as assignments;

(j) Prior periods of service as a United Nations Volunteer should NOT be counted as assignments;

(k) Prior periods of service in the General Service and related categories and in the National Professional Officer category should be treated as follows:

(i) For internationally recruited General Service staff, assignments (periods of service of one year or more) should be counted in the same way as for Professional staff;

(ii) For locally recruited General Service staff promoted and National Professional Officers appointed to the Professional category, all prior assignments (periods of service of one year or more) in the country where the staff member was recruited should count as ONE assignment.

13. In situations where a locally recruited staff member is outposted or sent on detail outside the country of regular assignment, such periods of service would be considered as falling under paragraph 12 (k) (i) above, and all periods of service in the country of recruitment as falling under paragraph (k) (ii) above.

/...

READEX FICHE

C. Hardship element

14. The hardship element is payable from the first assignment to staff at duty stations designated in categories B-E, provided that they meet the general conditions of eligibility for the allowance. It is applicable for the full duration of a staff member's assignment at the duty station, and for as long as that duty station remains designated in the category concerned. Upon a change in the designated category, an appropriate adjustment is made in the matrix value and the resulting amount payable.

III. CATEGORIES OF DUTY STATIONS

A. Category "H"

15. Duty stations in the following countries are placed in the "H" category effective 1 July 1990:

Australia
Austria
Belgium
Canada
Czechoslovakia
Denmark
Finland
France (including Monaco)
German Democratic Republic
Germany, Federal Republic of
Greece
Italy
Japan
Netherlands
Poland
Portugal
Spain
Sweden
Switzerland
Union of Soviet Socialist Republics
United Kingdom of Great Britain and Northern Ireland
United States of America

16. The above are countries where it has been determined that the United Nations system is not currently carrying out developmental or humanitarian programmes.

B. Categories A-E

17. Categories A-E correspond to the following entitlement under the present hardship system:

A = no hardship entitlement payable
B = 18-month home leave
C = 12-month home leave
D = 12-month home leave plus financial incentive level I
E = 12-month home leave plus financial incentive level II

18. All duty stations in categories A-E are subject to review under the hardship classification scheme. Pending such review, duty stations in the following countries are considered as being in category "A": Cyprus, Hungary, Malta, Romania, Turkey and Yugoslavia.

19. Countries to which United Nations system staff are not currently assigned will remain undesignated at the present time, it being understood that if offices or programmes are opened up in the future in those countries, their designation will be reviewed at that time. The designation of other countries will likewise be reviewed on the basis of the criterion stated in paragraph 16 above.

IV. MOBILITY ELEMENT

20. Payment of the mobility element is subject to the requirement that the staff member has had five consecutive years of service in the United Nations common system. For the purpose of establishing eligibility for the mobility element of the allowance, the requirement of five years consecutive service as a staff member (i.e., excluding special service agreements (SSAs) and consultancies) may be considered as met if the staff member has accumulated five years of service within a period of six consecutive years. Continuity of service is not considered as broken by periods of special leave without pay but full months of any such period are not to be credited as service for the purpose of this allowance. However, should separation from service be at the initiative of the staff member (e.g., refusal to accept an extension of assignment or abandonment of post), this would constitute a break in service.

21. Subject to the general conditions specified above, periods of transfer, secondment and loan within the United Nations common system shall be counted as credit towards the five-year service requirement.

22. Prior periods of service as a JPO/APO/Associate Expert, in the General Service and related categories or in the Field Service category shall be taken into account for the purpose of accruing five consecutive years of service.

23. Service as a United Nations Volunteer, however, shall not be taken into account for this purpose.

24. After five years of service at one duty station, the mobility element is reduced by 10 percentage points on the matrix, except that on column "H", the reduction is by 4 or 6 percentage points as appropriate. The period for which the staff member may receive the unreduced mobility element may exceptionally be extended by the Organization up to one more year if the staff member:

(a) Remains at the duty station at the initiative of the Organization; or

(b) Is expected to be reassigned before the end of the sixth year.

25. The mobility element should be reduced only once per assignment.

V. ELEMENT FOR NON-REMOVAL

26. The element for non-removal compensates for the absence of an entitlement to removal of household goods at the staff member's present duty station. It accounts

in the matrix for 3 percentage points at "H" duty stations and 5 percentage points at all other duty stations.

27. The element for non-removal is applicable for as long as the staff member is not entitled to a removal, irrespective of the length of his/her total consecutive service with the United Nations common system at the duty station.

VI. ISSUES RELATED TO FAMILY MEMBERS

A. Payment of the dependency rate of the allowance

28. The mobility and hardship allowance is payable at the dependency rate to a staff member with recognized dependants, irrespective of whether the dependants accompany the staff member to the duty station.

B. Entitlements in cases where both spouses are United Nations system staff members

29. Where both spouses are staff members in organizations of the United Nations system, the mobility and hardship allowance is payable to each staff member at the rate applicable to his/her individual status. Where there are recognized dependants, the dependency rate is payable to the staff member in respect of whom dependants are recognized and who thus receives the dependency rate of salary and post adjustment (i.e., the higher-graded staff member).

VII. START-UP OF THE SYSTEM

A. How to account for previous assignments

30. A staff member's position on the mobility and hardship matrix will be determined by his/her status as at the implementation date.

31. In order to count the number of assignments, the staff member's status will be determined by his or her number of assignments, including initial appointment.

32. For the purpose of the retroactive counting of the number of assignments, and notwithstanding the definition of assignment as given above, only uninterrupted periods of service as a staff member of one year or more will be taken into account. For this purpose, uninterrupted periods shall be construed as meaning periods without break in service for less than 30 days and shall exclude periods of leave without pay.

33. The payment of the mobility element at "H"-type duty stations is subject to the requirement that the staff member has previously served in at least two assignments in A-E duty stations. For the purpose of determining the requirement of two previous assignments at the start-up date, THE CATEGORIZATION OF DUTY STATIONS IN EFFECT AS AT 1 JULY 1990 shall be applicable.

B. Accounting for time served at the duty station prior to 1 July 1990

34. The staff member's position on the matrix at the time of implementation will determine the amounts payable under the mobility and hardship allowance. For example:

(a) A staff member who has served three years at a duty station will be entitled to the "balance" of the period during which the unreduced entitlement is payable (i.e., two years, unless extended for the sixth year of assignment, in which case it will be three years);

(b) A staff member who at the implementation date is eligible for the mobility element but is already in the sixth year of an assignment will be granted the mobility element at the full rate until completion of that sixth year at the duty station. The mobility element will be reduced by 10 percentage points at the end of that sixth year;

(c) A staff member who meets the eligibility requirements for the mobility element but has already completed six years or more of service at the duty station will have the mobility element reduced by 10 percentage points on the matrix;

(d) Any hardship element applicable to the duty station will be payable until the staff member is reassigned.

35. A staff member who is serving at his/her second or subsequent duty station, but has not yet accrued five years of consecutive service (as defined in para. 12) will be entitled to the applicable mobility element upon completion of five years of such service for such period of the mobility element as remains due in respect of the current duty station.

VIII. TRANSITIONAL MEASURES IN CONNECTION WITH THE INTRODUCTION OF REVISED PROVISIONS FOR MOBILITY AND HARDSHIP

36. With the introduction of the new measures as at 1 July 1990, the elimination of the basic assignment allowance currently in force (i.e., excluding the enhanced level for mobility) is designed to be offset in part through the non-removal element of the matrix and in part through the lump-sum portion of the new assignment grant. If all staff were reassigned as at 1 July 1990, then the combination of the matrix and the assignment grant would fully take care of the cancellation of the assignment allowance currently in force.

37. Staff who were transferred before 1 July 1990, however, will no longer receive the present assignment allowance nor will they have the benefit of the new assignment grant until they are assigned.

38. A transitional allowance will therefore be payable to account for the present basic assignment allowance, which will be discontinued and will not yet have been replaced by the receipt of the new assignment grant.

39. The amount payable will be determined as follows:

(a) A transitional allowance will be payable only if the staff member will still have been in receipt of the present assignment allowance (or extended assignment allowance) as at 1 July 1990;

(b) The monthly value of the transitional allowance will be equivalent to the difference between the basic present assignment allowance that was payable at the end of June 1990 (i.e., excluding the mobility portion) and the non-removal element in the mobility and hardship allowance to which the staff member would have been entitled had he/she been reassigned on or after 1 July 1990. Once the amount of this transitional allowance is established, NO adjustments will be made for subsequent changes in grade level or dependency status;

(c) The transitional allowance will be payable only in respect of the remaining period for which the staff member would have continued to receive the present assignment allowance (or extended assignment allowance), or until his/her assignment, whichever comes first.

40. The existing related administrative issuances will be superseded or amended, as appropriate, in due course.

Notes

1/ This definition should be understood to include periods of mission service in the United Nations.

Annex

Sample

P.5 No.:

Notification of mobility and hardship allowance determination

Name: DOOLEY, THOMAS A. Index 45345 Office: Administration and Management

Grade: P-4 Functional title: Administrative Officer

UN EOD for purpose of Mobility and Hardship Allowance: 20-10-67

Place of recruitment: New York Duty station: New York, USA

Removal expense: n

Duty station	Code	From	To	Duration	Personnel action	Category	Office
New York	H	29 Sep 67	01 Jun 74	6 years 245 days	Initial appointment	GS	OGS
Santiago	A	01 Jun 74	01 Nov 75	1 year 153 days	Assignment between depts	PR	ECLAC
Mexico City	A	01 Nov 75	01 Mar 77	1 year 120 days	Transfer of official duty sta	PR	OFS
New York	H	01 Mar 77	01 Mar 79	2 years 0 days	Return from assignment	PR	OFS
Nairobi	A	01 Mar 79	01 Jun 79	0 years 92 days	Loan (reimbursable or not)	PR	OFS
New York	H	01 Jun 79	01 Jul 90	11 years 30 days	Return of loan	PR	OFS

		H	A	B	C	D	E
1.	Number of assignments of 1 year or more	2	2	☐	☐	☐	☐

2. E.O.D. current duty station _____

3. Position in matrix for payment purposes _____

4. Entitlement to non-removal element YES ☐ NO ☐

5. Entitlement to Personal Transitional Allowance YES ☐ NO ☐ Expiration date of PTA _____

6. Reduction in mobility element of matrix YES ☐ NO ☐

7. M and H Allowance payment Monthly ☐ * Annual ☐

_____ _____

Date Authorizing officer

* For staff members on initial fixed term appointment.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/38
25 May 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE TO ASSIST THE EMERGENCY SITUATION THAT AROSE AS A RESULT OF THE DROUGHT IN LIMA, PERU

1. It has been reported that the recent extreme drought in the Lima area of Peru has resulted in an extreme emergency situation affecting about 2 million people. The local authorities have already initiated a campaign called "a cup of milk", addressed to the international community, focusing on Peruvian children and their needs. The campaign has three phases, among which is the co-ordination of the role of the United Nations agencies operating in Peru: United Nations Children's Fund (UNICEF), United Nations Development Programme (UNDP), Office of the United Nations Disaster Relief Co-ordinator (UNDRO), World Food Programme (WFP), Food and Agriculture Organization of the United Nations (FAO) and World Health Organization (WHO). Ms. Margaret Anstee, Director-General of the United Nations Office at Vienna, made a four-day visit to Peru to assess the problem and the relief effort required.

2. With the approval of the Secretary-General, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee for Peru. The Committee members are: Mr. Miguel Arnabal, Ms. Jan Beagle, Mr. Luis Boluarte, Mr. Philippe Boullé, Mr. Alvaro Calderón, Mr. Felix Downes-Thomas, Mr. Enrique Gallo, Mr. L. Candan Göksenin, Mr. Aleksandar Martinovic and Mr. Jorge Mariano Trisano.

3. On Friday, 1 June 1990, contributions in cash will be received by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

4. Contributions may also be made by cheque payable to "UN Staff Relief Committee for Peru" and addressed to the Treasurer, Mr. L. Candan Göksenin, room S-3120F.

90-13340 2029a (E)